

When do I need to complete a New W-9?

Please complete a new W-9 in the following cases:

- 1) Name Change
- 2) Address Change
- 3) Change from Social Security number to Employee Identification Number

and submit to:

DPHHS – QAD – Child Care Licensing
Attn: Suzi Graveley
PO Box 202953
Helena MT 59620-2953

Guidelines to filling out the W-9 for Child Care purposes!

1. The W-9 is an IRS form. This is not a state form.
2. When listing name, providers should only use their business name if incorporated and registered with the IRS.
 - X Hint: if your identification number starts with "81-0000000" (for example) then your business name is registered with the IRS.
 - X If a provider is using a social security number, as the tax id number, then the W-9 must be filed using the Social Security Number.
 - X Please don't list a business name on the W-9 if the name is not registered-incorporated with the IRS.
3. The W-9 must list the mailing address.
 - X If the mailing address is different than the facility address, the mailing address is always listed on the W-9. **Reason:** The W-9 address is referenced in AWACS and this is where payments are processed.
4. Payment will be made according to how providers complete the W-9.
 - x Many banks will not process payments with a business name if you do not have a business account.